

**COJET COMMITTEE MEETING**  
**Draft Minutes**  
**December 1, 2011**  
**10:00 a.m. - 2:00 p.m.**  
**State Courts Building – Conference Room 230**  
**Conference Call 1-408-792-6300 Access Code: 576 394 645**

<b>Present:</b>	<b>Present By Telephone/WebEx:</b>	<b>AOC Staff in Attendance:</b>
Hon. Roxanne Song Ong, <i>chair</i>	Hon. Dorothy Little	Jeff Schrade
Hon. Ann Timmer, <i>vice chair</i>	Diane Sonntag	Beth Asselin
Shelly Bacon		Amber Botamer
Hon. Scott Bales		Julee Bruno
Mike Baumstark		Tony Cornay
Barbara Broderick		Gabe Goltz
Frank Corrales		Beth Hall
Hon. Andrew Gould		Paul Julien
Michael Malone		Chad Kewish
Hon. Samuel Thumma	<b>Absent:</b>	Al Sparrow
Vickie Vasquez	Hon. Eddward Ballinger (E)	Michelle Wessels
Todd Zweig	Kent Batty (E)	
	Juan Pablo Guzman (E)	
	Rik Schmidt	
	Judith Stinson	
	Hon. Ron Wilson	
	<b>Guests:</b>	
	Adele May (ITD), Luella Whiteside (ITD)	

**Regular Business**

- **Welcome and Opening Remarks**  
Judge Song Ong called the meeting to order at 10:10 a.m.
- **Approval of Minutes from the March Meeting**  
*Hon. Samuel Thumma moved* that the minutes be approved. *Todd Zweig seconded the motion* – the minutes were unanimously approved as written.

**Business Items**

- **Presentation - Limited Jurisdiction CMS rollout**  
Adele May provided an overview of the Limited Jurisdiction CMS rollout. She noted the impact the program will have across the Arizona Judiciary. A handout of the presentation was provided.

The training program will reach all LJ court employees on AJACS and associated application interfaces using a regionalized training approach with a four year training and implementation timeframe. Introductory self-paced training covering basic concepts will be delivered before Instructor Led Training (ILT) will be required.

The project calls for an instructor-led training to be delivered, followed by on-site training and support. Additionally, the program will create customized Judge training to align with new judge automation tools launched with the rollout.

The committee discussed the eligibility of Limited Jurisdiction CMS training for COJET credit. Judge Song Ong commented on the importance of staff being educated in a balanced way. Although the LJ CMS training is necessary, it shouldn't be the only training staff receive. The hours from this training will add up quickly and staff could potentially fulfill their annual COJET requirement just by completing the LJ CMS training. Staff should receive other training as well.

Mike Baumstark stated that he has received comments from staff members regarding the need for training that actually applies more directly to their position. He acknowledged that there is great value in the training and a long-term payoff. Mike suggested this agenda item be on a future agenda to discuss the pros and cons of the program and whether to place limitations on the COJET credit given for it.

Judge Thumma expressed concern about the four year rollout timeframe. Ms. May responded that the rollout be done regionally to avoid courts within the same area using vastly different case managements for a significant amount of time.

Members agreed to table further discussion on the item with agreement that the topic should be placed on the March 15, 2012 agenda for full discussion.

- **Panel - Court-affiliated membership Organizations**  
Schedule conflicts prevented panel members from attending the meeting, this item was tabled for a future COJET meeting.
- **2012 COJET requirements (Jeff Schrade)**  
Administrative Order 2011-91 was issued August 31, 2011 increasing the required COJET hours for non-judge employees to 12 hours. AO 2011-91 states: "With the state budget situation gradually improving, a partial restoration of continuing judicial education and training requirements is in order." Although the COJET requirement is 4 hours greater than in 2008-2010, the requirement is reduced by 25% to 12 hours from the original 16 hour requirement. Mr. Schrade feels that that the increase will be beneficial to the branch, but will also require a ramp-up of resources. Education Services Division staff is sensitive to this and will continue to provide online resources, among other training resources.
- **COJET broadcast workgroup - code of conduct (Beth Asselin)**  
The COJET workgroup recently completed the last piece of an eLearning product covering the Code of Conduct for Judicial Staff. An animation software was used to simulate real life scenarios with challenging ethical situations. Staff is working to optimize the video and audio so that the program can be delivered over the AzCourts.gov website, available 24/7/365. At the same time, the program will be delivered to training coordinators and field trainers across the state in CD-ROM format.

Al Sparrow provided a walkthrough of the code of conduct training. There are 4 canons (individual modules), including an introduction chapter. If one takes all modules, there are a total of 4 hours and 30 minutes of ethics-accredited COJET training. Mr. Sparrow reminded members that although this product is not yet available on the website, it will be posted shortly.

Jeff Schrade reminded members that this product was completely “homegrown” and saved a great deal of money since it didn’t need to be outsourced. Additionally, we gain flexibility in updating the product by producing it in-house.

Beth Asselin stated that the last two COJET projects, Legends of the Arizona Judiciary and the Code of Conduct, have been on-demand trainings. These trainings provide a meaningful and long-lasting impact that rivals live webcasts as have been done in the past.

Judge Song Ong thanked Beth Asselin for overseeing the project, as well as Al Sparrow and the entire E.S.D. team.

- **COJET Education Excellence Awards update (Jeff Schrade)**

Jeff Schrade reviewed the COJET Education Excellence Awards program, which brought faculty recognition by the standing committees of COJET under one unified recognition program.

The Judicial College of Arizona (JCA) has chosen to recognize faculty for their overall contribution to Judicial Education as opposed to recognizing limited one-time or one-year projects. The JCA has chosen Judge Rayes and Judge Adam to receive the inaugural JCA/COJET Educational Excellence Award. The JCA has decided to honor the award recipients at the Judicial Conference in June 2012.

Mr. Schrade noted the process of approval: the standing committee chooses award recipients and COJET endorses them as well by ratifying the work of the committee.

**Judge Timmer moved** that the committee ratify the decision of the Judicial College to select for their inaugural award winners, Judges Rayes and Adam, for their work on judicial training for 2012. Judge Thumma **seconded the motion** – the motion was unanimously approved as submitted.

Mike Baumstark suggested that the Chair send a “congratulations” letter on behalf of COJET to each of the recipients and the college dean.

The Judicial Staff Education Committee (JSEC) is working on the selection of the Education Excellence Awards recipients. Nominations will be open within the next few weeks and the committee will select winners in March 2012. Traditionally, the committee acknowledges individuals at the Training Coordinator Conference each April.

The Committee on Probation Education (COPE) recognizes awards recipients at the October Probation Awards. Staff has established a nomination timeline that leads to that point.

The Court Leadership Institute of Arizona (CLIA) is still working on their selection process. They have discussed different ways to select their award recipients. One of the challenges with CLIA is that almost everyone on the CLIA committee is involved as faculty, actively teaching CLIA Programs. The committee recently discussed creating a subcommittee to assist in the selection process.

Mr. Schrade reported that staff will establish an online nomination form, as well as a flyer, to build awareness of the program and accept at-large nominations from the field.

### **Director's Report**

- **Introduction of new ESD staff**

New staff were introduced including Amber Botamer, Michelle Wessels and Tony Cornay.

- **2011 Judicial Conference summary**

Gabe Goltz and Paul Julien updated the committee on the Judicial Conference in June 2011. A handout summarizing evaluation scores was provided. Although no Judicial Conference was held in 2010, feedback from the 2011 conference was phenomenal. Mr. Julien commented on the intangible benefits of the conference that strengthen collegiality in the judicial ranks and establish an important system of support for judges.

- **Review of FY 2011 impact of ESD education programs**

Performance Measures are compiled each year for reports to the legislature and the AOC executive management showing the individual and collective impact of our educational programs. A handout was distributed comparing the measures from FY08 to FY11 including sessions offered, total number of participants, percent indicating applicability to the job, total program cost and cost per participant hour.

Judge Thumma commented about the increased cost per participant hour in FY2010. Gabe Goltz responded that several factors contributed to the increase including a larger than normal new judge orientation class (every 4 years) and grant awards for large one-time training conferences.

- **Learning Management System Demonstration**

The Class on Arizona Law for Admission on Motion has been transformed into an online course using a new Learning Management System (LMS) to deliver and track participant completion. The Learning Management System will eventually be used to deliver programs, such as the COJET Code of Conduct, to judicial audiences within the branch.

Beth Asselin and Al Sparrow demonstrated the Learning Management System. The system is on our internet pages and is accessible 24/7/365 to all staff, courts, and the even general public outside the AJIN network (with a password). The system requires a login and allows management to control access to each course.

The LMS site provides tracking reports to track compliance and ensure accountability. A participant evaluation is included as well, but the system won't allow the user to access the evaluation nor the completion certificate until all portions of the course are complete. The system provides reporting section that shows how much of the program has been completed by individual users.

Mr. Schrade also commented that the LMS tool allows managers and supervisors to assign particular training classes to their subordinates on a case-by-case basis. At some point in the future, the LMS may represent a "one stop shop" for training employees.

Shelly Bacon asked if there was any marketing/advertising of this effort. At this time, there isn't any marketing because it's currently used by a very specific non-court audience (Admission on Motion) and additional licenses must be purchased for wider use.

- **Upcoming milestones/programs**
  - The CAPSTONE graduation ceremony will take place in the afternoon in Room 101. A total of 39 graduates from the AZ Court Manager Program will be recognized.
  - The Governor's Office of Highway Safety DUI Judicial Conference will be held on Thursday and Friday (12/8-12/9) at The Buttes in Tempe, AZ.
- **DOJ VAWA \$50K 2-year grant**

AOC has been awarded a Department of Justice – Violence Against Women grant. The grant funds new judicial resources on ex parte orders of protection, as well as a webcast and a multi-disciplinary Domestic Violence Summit in 2013.

### ***COJET Subcommittee Reports***

#### **Judicial College of Arizona (JCA) - Judge Eddward Ballinger, Dean**

Gabe Goltz gave report in Judge Ballinger's absence. He noted that the JCA is facing some transitions. Judge Ballinger's term as dean has come to an end and Judge Karen Adam will be the next JCA dean.

The planning committee for the Judicial Conference has met twice and the agenda is nearing completion.

### ***Highlights and Trends***

- *Changes in JCA Leadership / Membership*
- *Resumption of the Judicial Conferences*
- *Increased use of educational technology*
- *Increase in bench- and area-specific training*
- *An even busier Judicial Education Officer*

### ***Program Successes***

- *6/10/11. Arizona Law for Admission on Motion program.*

- 78 participants attended the program with 7 faculty members. The program received an overall evaluation of 4.48.
- 6/22-24/11. 2011 Arizona Judicial Conference.
  - Approximately 545 participants attended, along with 60 faculty members. The conference received an overall evaluation score of 4.29, with individual sessions receiving evaluation scores ranging from 3.27 to 4.85.
- 7/19/11. Defensive Driving Instructor training program.
  - JCA's inaugural offering of this program (assumed responsibility for this program from the Certification and Licensing Division of the AOC).
  - 71 participants attended the program, along with 4 faculty members. The program received an overall evaluation of 4.23, with 58 participants indicating that they would recommend this training to colleagues.
- 8/16/11. Defensive Driving Instructor training program.
  - 48 participants attended, along with 4 faculty members. The program received an overall evaluation of 4.35.
- 9/12-16/11. General Jurisdiction New Judge Orientation program.
  - 27 participants attended the program, along with 28 faculty and 19 mentors. The program received an outstanding overall evaluation of 4.87.
- 9/23/11. Arizona Law for Admission on Motion program.
  - 64 participants attended the program, along with 7 faculty members. The program received an overall evaluation of 4.57.
- 10/4-6/11. Civil Traffic Hearing Officer training program.
  - 21 participants attended the program, along with 7 faculty/mock hearing evaluators. The program received an overall evaluation of 4.67.
- 11/15-16/11. Small Claims Hearing Officer training program.
  - 17 participants attended the program, along with 5 faculty/mock hearing evaluators. The program received an overall evaluation of 4.57.

### ***Upcoming Programs (before next COJET meeting)***

- 12/8-9/11. 2011 Governor's Office of Highway Safety Judicial DUI Conference.
  - *This program is a partnership between the GOHS, the Supreme Court, and the Arizona Department of Transportation. Current judicial branch attendance is approximately 130 participants.*
- 1/9-13/12; 1/23-27/12. Limited Jurisdiction New Judge Orientation.
- 6/20-22/12. Arizona Judicial Conference in Tucson.

### **Court Leadership Institute of Arizona (CLIA) – Chair, Kent Batty**

**Mike Malone presented the CLIA report in Kent Batty's absence.**

- ***CLIA meeting held November 17, 2011. Covered:***
  - a. *Registration process for the Arizona Court Executive (ACE) program to include:*
    - i. *must be employed in the Arizona judiciary, and*
    - ii. *expected to have completed the Arizona Court Manager program or be near completion, and*
    - iii. *is recommended by their supervisor, and*
    - iv. *approved for attendance by their funding administrative authority, or*
    - v. *are currently in the executive level - defined as judges, superior court administrators, clerks of court, chief probation officers and AOC directors. These participants will still complete the application, but can be in the program without completing the ACM program or its equivalent first.*
  - b. *ICM classes held in Arizona outside the Arizona Court Manager and Arizona Court Executive programs*
    - i. *Concerns with local classes included competition for faculty resources, and participant expectations that the class would count for National Center for State Courts credit*
    - ii. *Benefits included more educational resources being offered locally and ability to more extensively use NCSC curriculum*
    - iii. *CLIA supported local training but wanted coordination with ESD when the class is being taught in whole and being accredited for NCSC credit. Local training would need to be fully supported and staffed by sponsoring entity.*
    - iv. *The NCSC also allows any portion of the curriculum to be taught by accredited faculty in consortium states. In these situations, the class is not NCSC accredited and the training could be taught locally without ESD coordination.*

- c. *CLIA Web page is being updated to include new features:*
  - i. *Annual calendar of scheduled Arizona Court Manager and Arizona Court Executive classes including all locally sponsored NCSC Institute for Court Manager classes included within these programs*
  - ii. *Faculty listing*
  - iii. *Applications and FAQs*
  - iv. *Ability for program participants to register online*
  - v. *Potential to highlight graduates of ACM and ACE programs*
- **Programs Held:**
  - **ACM: ICM Technology Project Management**, 6/14-16, Judicial Education Center, Faculty: Stewart Bruner, Karl Heckart, Rick Rager, 37 attended, 4.30 overall rating
  - **ACE: ICM Leadership Training**, 7/6-8, Judicial Education Center, Faculty: Kent Batty, Janet Johnson, 28 attended, overall rating 4.37 (NEW class)
  - **ACM: ICM Financial Management**, 8/9-11, Judicial Education Center, Faculty: Dave Byers, Don Jacobson, Jim Scorza, 39 attended, 4.61 overall rating
  - **ACE: ICM Visioning & Strategic Planning**, 9/7-9/9, Judicial Education Center, Faculty: Louraine Arkfeld, Don Jacobson, 30 attended, 4.51 overall rating (NEW class)
  - **ACM: ICM Court Performance Standards**, 9/27-29, Judicial Education Center, Faculty: Don Jacobson, Phil Knox, Amy Wood, 40 attended, 4.53 overall rating
  - **ACE: ICM Court Community Communications**, 11/8-10, Judicial Education Center, Faculty: Jennifer Liewer, Alberto Rodriguez, attended, overall rating 3.29 (NEW class)
  - **ACM: AZ Plus Diversity** 11/28/2011, Judicial Education Center, Faculty: Julie Binter, 10 attended, overall rating 4.51
  - **ACM: AZ Plus Specialty Courts** 11/28/2011, Judicial Education Center, Faculty: Louraine Arkfeld, 42 attended, overall rating 4.07
  - **ACM AZ Plus Capstone**, 11/29-12/1, Judicial Education Center, Faculty: Kent Batty, Mike Baumstark, Gabe Goltz, Sally Simmons, Louraine Arkfeld, David Withey, Kathy Waters, Dave Sanders, Melinda Hardman, Kathy Pollard, Patrick Scott, Paul Julien, Don Jacobson, 55 attended, evaluations have not been compiled.
  - **Court Leadership Conference** 10/26-27/11, Arizona Courts Building, Approximately 123 participants registered for and attended the program. There were 20 sessions/meetings with approximately 40 faculty or facilitators

#### **Arizona Court Supervisor ACS Program**

Curriculum development is continuing with target date of piloting ACS classes in 2012. Program will include both face-to-face and online classes. Participants will track and report their own progress through the program.

**Arizona Court Executive Program:** Registration for this program will begin in December. Current court executives (presiding judges, court administrators, clerks of the court, chief probation officers/juvenile court center directors) and Arizona Court Manager and ICM Certified Court Manager graduates will be invited to apply.

**Next CLIA meeting is scheduled: March 1, 2011**



## **Judicial Staff Education Committee (JSEC) - Chair, Shelly Bacon**

### **Highlights and Trends**

- *Changes in JSEC membership*
- *Focus for 2012*
  - *Branding/marketing to increase awareness of, and interest in, working with the committee*
  - *Moving from “getting COJET” to professional development/learning*
  - *Quarterly statewide training offerings (WebEx/webcasts) for ethics, communication and customer service, with follow-up curriculum for local trainings*
  - *Targeted support and prof. development for Training Coordinators & Field Trainers*

### **Program Successes**

- *6/3/11 – Education Services Division Training Coordinator Conference/Training Excellence Awards – 58 participants; 4 faculty members; 97% strongly agreed or agreed that expectations were met; ethics curriculum demonstrated/provided*
- *6/6-8/11 – Education Services Division Faculty Skills Development – 31 participants*
- *6/23 – Pima County training event (2 communication workshops) – 50 participants*
- *6/24 – Gila County training event (Communication workshop) – 30 participants*
- *7/8 – JCCE Meeting (Tucson)*
- *7/27 – Pinal County training (Communication workshop part 1 of 2) – 18 participants*
- *7/28 – JSEC Committee Meeting*
  - *Bylaws revised/updated (approved 10/15)*
- *8/18 – Education Services Division New Training Coordinator Orientation*
- *8/24 – Maricopa County Leadership Retreat – 80 participants*
- *8/24-26/11 – Education Services Division Faculty Skills Development – 19 participants*
- *8/31 – Pinal County training (Communication workshop part 2 of 2)*
- *9/21 – NACE meeting (telephonic)*
- *10/5-7 – Santa Cruz County training event (Customer Service, Time Management, Teamwork, Generational Differences) – 70 participants*
- *10/14 – JCCE meeting (Tucson)*
- *11/1 – Pinal County training (Communication workshop) – 20 participants*
- *11/8 – Education Services Division New Training Coordinator Orientation*
- *11/16 – AOC training (Ethics) – 28 participants*
- *11/21 – Minimum Accounting Standards (MAS) webinar for field trainers (Court Services)*
- *12/1 – MAS webinar for court staff (Court Services)*
  - *28 participants from across the state; recorded for posting.*

### **Upcoming Programs (before next COJET meeting)**

- *Education Services Division Faculty Skills Development (24 registered)*
- *Education Services Division New Training Coordinator Orientation*
- *MAS webinars for court staff (Court Services)*

## **Committee on Probation (COPE) – Chair, Todd Zweig**

### **Key accomplishments:**

- *IPS program was offered as pilot with breakout classes and core classes. New format was well received by participants.*
- *Motivational Interviewing Booster training and development of Lead instructors was the first step in the implementation effort to enhance quality control, revise the curriculum and develop centralized contact for each county.*
- *Test consultant validated all three versions of Probation Certification examination. New examination questions were added for Interstate Compact and Evidence Based Practices. All examination questions were reviewed and revised as needed.*

*COPE met June 21<sup>st</sup>, August 11<sup>th</sup>, and September 27<sup>th</sup>.*

*The next COPE meeting scheduled for December 13<sup>th</sup>.*

- *COPE met on June 21, 2011. Reviewed new outlines for the IPS Institute. COPE approved eight of the outlines to be piloted in September. Reviewed New Officer Orientation curriculum and recommended further review.*
- *COPE met on August 11 via telephone conference and voted on the top three nominees for each of the Trainer Excellence Award categories.*
- *COPE met on September 27 and voted on two more outlines from the IPS subcommittee. They also reviewed and approved the eight New Officer Orientation lesson plans. Per the last COPE meeting, Barbara made suggested changes to the 8 hour office safety orientation. COPE also approved the formation of a workgroup to review Motivational Interviewing curriculum, practices, policy and to report back with recommendations.*

### **IPS Subcommittee:**

*Subcommittee met on June 30<sup>th</sup>, August 30<sup>th</sup> and September 19<sup>th</sup>*

- *Intensive Probation Subcommittee (IPS) met June 30, 2011. Reviewed outlines for new classes. The committee workgroups identified classes ready for pilot in September.*
- *Intensive Probation Subcommittee (IPS) met on August 30<sup>th</sup> reviewed the new IPS schedule showing the inclusion of 8 new classes arranged in break-out structure. They also reviewed progress on the remaining classes COPE had not reviewed and classes COPE reviewed but returned for further development.*
- *The IPS Subcommittee met on October 19<sup>th</sup>, 2011. Reviewed the evaluations and members provided their feedback on the piloted classes from the IPS Academy in September. Committee updated the status of classes set to be piloted in the March, 2011 Academy.*
- *Eight new classes were developed and facilitated in the three-day IPS program: Adolescent Brain Development, Effective Interventions, Rural Treatment, Child and Family Teams, Drug Testing, Community Restitution and Secondary Trauma.*

### **Detention Subcommittee:**

*Subcommittee met on July 19<sup>th</sup> and September 26<sup>th</sup>*

*The next Detention Subcommittee meeting scheduled for December 8<sup>th</sup>.*

- *Detention Subcommittee met on July 19, 2011. The Committee reviewed status of classes in development, and discussed upcoming Suicide Prevention TTT.*

*Subcommittee workgroups continue development of three new classes for the academy: professionalism, conflict management and substance abuse. All classes will be three hours with two hours content and one hour practical*

- *Detention Subcommittee Met on September 26<sup>th</sup>. Workgroups completed outlines and committee members reviewed. Several changes and suggestions were made for each class, which will be brought back to the respective workgroups. The Substance Abuse class workgroup acknowledges they have an abundance of material and will work on selecting the most relevant curriculum.*

**Other projects:**

- *Supervisor's Workgroup completed all six units on November 18, 2011. The outline will be forwarded to the COPE and CLIA staffers for feedback and approval by December 2, 2011.*
  - *Legal Liability workgroup met on July 21, 2011. This group includes Justice Bales, Justice Ryan and Michael Gaughan of the AG's office. They will begin the process of revising the Legal Liability Probation Certification Class.*

**Event Results**

**Detention:**

- *Suicide Prevention Train-the-Trainer, August 16-18, 2011 in Tucson, COTA facility, 19 officers attended.*
  - *Overall Rating: 4.53*

**Probation Certification:**

- *Certification Academy July 25- August 5 with 35 probation officers.*
  - *2 officers failed the written examination*
  - *Overall evaluations 4.3*
- *Certification Academy October 24 – November 4 with 40 probation officers and 5 surveillance officers.*
  - *5 officers failed the written examination*
  - *Overall evaluation 4.46*

**Intensive Probation Supervision Institute:**

- *IPS Institute, September 21-26 with 26 participants*
  - *Pilot of new elective classes in conference format*
  - *Overall evaluation 4.3*

**Defensive Tactics**

- *Defensive Tactics Academy, June 6-10, 2011at OSTC.*
  - *7 participants passed both written and practical.*
  - *Overall Evaluation: 4.82*
- *Defensive Tactics Academy, June 6-10, 2011 at DTJC.*
  - *10 participants completed both written and practical.*
  - *Overall Evaluation: 4.88*
- *Defensive Tactics Academy, June 27–July 1, 2011 at OSTC.*
  - *Overall Rating: 4.56*

- 14 Officers passed written, 13 Officers passed practical, 1 Officer failed practical.
- Defensive Tactics Academy, August 29-Sept 2, 2011 in Yuma.  
11 officers registered, 2 practical failures, 2 written failures. Overall Rating: 4.56
- Defensive Tactics Academy, September 26-30, 2011 at OSTC, 16 officers registered.
  - Overall Rating: 4.94
- Defensive Tactics Academy, September 26-30, 2011 at Western Region Center (WRC), 9 officers registered.
  - Overall Rating: 4.80
- Defensive Tactics Academy, October 17-21, 2011 at OSTC, 13 officers attended.  
Overall Rating: 4.92
- Defensive Tactics TTT, October 24-28, 2011, at OSTC, 10 officers attended.  
10 officers completed.

**DT refreshers provided:**

- June 13, 2011 for DOC parole officers. 13 officers.
- DOC Parole Academy, June 14-17, 2011. 11 officers.
- June 23, 2011 for Maricopa officers. 15 officers.
- July 8 and 22, 2011 for DOC parole officers. 11 officers
- July 18, 2011 for Maricopa officers. 15 officers.
  - August 2, 2011 for DOC parole officers. 6 officers
  - August 22, 2011 for Maricopa officers. 12 officers
  - September 2, 2011 for DOC parole officers
  - September 6 and 8, 2011 for **Maricopa officers**
  - September 21, 2011 in Greenlee County

**Firearms:**

- Firearms Academy, August 1-5, 2011. 9 officers attended. All participants passed the written and practical. Overall Rating: 5.00
- Firearms Academy, August 22-26, 2011. 6 officers attended. All participants passed the written and practical exams. Overall Rating: 4.9
- Simunitions, July 11, 12 & 15, 2011. 31 officers participated.
- Simunitions, September 13, 2011 in Yavapai County. 18 officers attended
  - Overall Rating: 4.81
- Simunitions, September 20, 2011 in Graham County. 13 officers attended
  - Overall Rating: 4.91
- Firearms Academy, October 3-7, 2011 in Kingman. 7 officers attended.
  - Overall Rating: 4.86
- Firearms Academy, October 17-21, 2011 at ALEA, 7 officers attended.
  - Overall Rating: 4.86

**Motivational Interviewing:**

- Motivational Interviewing Train-the-Trainer July 12-14 in Pima for 16 participants
- Motivational Interviewing Lead Instructor Booster training, June 27<sup>th</sup> & 28<sup>th</sup> with 24 participants, overall 4.5

**Faculty Skills Development:**

- June 6-8, 2011. 31 participants attended.

- *August 24-26, 2011. 18 participants attended.*
- *October 3-5, 2011 in Yuma. 16 participants attended.*

***Upcoming programs:***

- *Detention Academy November 29-December 3, 15 participants*
- *Faculty Skills Development, December 5-7, 27 participants*
- *Defensive Tactics Academy December 12-16, 10 participants*

▪ **Proposed COJET meeting dates for 2012**

Members discussed proposed future COJET meeting dates for 2012. Judge Thumma informed the committee of a New Judge Orientation, which conflicts with the September 13, 2012 COJET meeting date. Jeff Schrade commented that staff will review the calendar and reschedule the September meeting date. Paul Julien added that staff ought to keep in mind the Justice of the Peace Conference scheduled for the week before (9/5-9/7).

***Judge Timmer moved*** to approve the tentative 2012 COJET meeting dates with the understanding that the September meeting date will be rescheduled. ***Shelly Bacon seconded the motion*** and the 2012 COJET meeting dates were unanimously approved.

▪ **COJET Committee Member Evaluation/Training**

Judge Song Ong reminded all members of the requirement to complete the COJET member Evaluation/Training requirements. Forms are available on the website.

**Adjournment**

A call to the public was made, without response.

**The meeting was adjourned at 1:29 p.m.**

The next COJET meeting is scheduled for Thursday, March 15, 2012. Materials and minutes will be sent in advance via e-mail.

Respectfully submitted by: Amber Botamer